City of Greenwood Comprehensive Plan

2007 - 2027



Plan Evaluation & Revision

HNTB





Introduction

Because the plan contains value statements, guiding principles, and rather specific goals and objectives, it is important that these policies, goals, and objectives remain relevant as local characteristics and conditions change. In order to ensure that this document remains current, the Greenwood Comprehensive Plan must be evaluated and revised on a regular basis.

It is therefore recommended that Plan Commission, members of the Implementation Committee, and/or citizen volunteers meet annually, at a minimum, to review any and all progress made toward reaching the goals and objectives.

Annual Evaluation Procedures & Guidelines

It is recommended that the Plan Commission identify, advertise, and conduct an annual meeting in which to discuss emerging issues, changing conditions, and learned best practices. The Plan Commission should also discuss the on-going evaluation of this document and identify any necessary ordinance revisions that may need to be made. New issues should also be identified and discussed. The Implementation Committee, as constituted from time to time by the Plan Commission, shall coordinate the scheduling of its meetings through the Plan Commission.

Plan Evaluation is accomplished through annual meetings of the Greenwood Comprehensive Plan Steering Committee and its subsequent subcommittees, and the Greenwood Advisory Plan Commission...

A public meeting of the Greenwood Plan Commission, shall be advertised and conducted at least once per year to exchange information and encourage communication regarding implementation of the Comprehensive Plan. Staff may elect to include a comprehensive plan evaluation and report in the annual report submitted to the Plan Commission.

It is recommended that the following guidelines be used when adding or removing information from the plan:

- The Greenwood Comprehensive Plan shall be maintained by the Greenwood Advisory Plan Commission. All electronic documentation shall be maintained by the Planning Department.
- Plan to generate revisions electronically, in house or through a consultant. This is essential for effective, longterm storage of the community's policies, goals and objectives, and the strategies and action plans for attaining them.

Five and Ten-year Revision Procedures & Guidelines

5-Yr Revisions

At a minimum, individual plan components should be considered for revision every five years. The Plan Commission will initiate the 5-yr revision process. The following revision guidelines are recommended:

- Plan Commission to request a report of activity from the Staff.
- Staff shall solicit input from other city departments and boards, as well as from the Implementation Committee.
- The report shall summarize activity from the previous five years in a brief report to be presented to the Plan Commission. The report shall contain the following:
 - A summary of goals and objectives which have been met.
 - An update on each goal or objective on which progress is being made.

- Recommendations for new 5-yr goals and objectives, as well as strategic action steps for each newly proposed goal or objective.
- The Plan Commission will either approve or deny individual proposed revisions to the Comprehensive Plan, and direct the appropriate entity to amend the Plan accordingly.
- The amended Comprehensive Plan will be recommended by the Plan Commission to the Greenwood Common Council for adoption.
- The Greenwood Common Council, in recognition of any amendments, may approve and adopt the 5-yr revisions.

10-Yr Revisions

It is intended that the full Comprehensive Plan be considered for revision every ten years, with the first full set of revisions to be completed in 2018. The Greenwood Advisory Plan Commission will initiate the 10-yr revision process. The 10-yr revision process is the same as the 5-yr revisions process and include the following additional processes:

- Plan Commission to engage the services of a qualified consultant, or staff, to complete a new Community Profile and document changes in community character.
- The Consultant, or staff, shall present findings to the Comprehensive Plan Implementation Committee.
- Comprehensive Plan Implementation Committee will recommend new 10-yr goals and objectives and conduct sufficient public hearings or meetings prior to making final recommendations to the Plan Commission.
- The Commission will either approve or deny individual proposed revisions to the Comprehensive Plan, and direct appropriate staff or a consultant to amend the Comprehensive Plan accordingly.
- The amended Comprehensive Plan will be recommended by the Plan Commission to the Greenwood Common Council.
- The Greenwood Common Council, in recognition of any amendments, may approve and adopt the 10-yr revisions.

Evaluation Worksheets

The following pages contain sample worksheets, which may be photocopied and dispersed amongst steering committee members. Documentation of the evaluation and review of this plan's guiding principles, goals, objectives, and/or action steps should include, at a minimum, the following information:

- The planning period (i.e. 2008 2010)
- The applicable goal and/or objective
- A description of tasks which have been accomplished
- A description of tasks which have not been accomplished, but where progress has been made
- A description of tasks which have not been initiated, including identification of the barriers that exist
- Any and all suggested revisions for a specific task, goal, or objective
- Any other recommended revisions

Sample Evaluation Worksheets are included on the following pages.

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Sample Evaluation Worksheet
Planning Period:
Goal/Objective:
Tasks which have been accomplished include:
Tasks which have not been accomplished, but where progress has been made:
Tasks which have not been initiated, and the barriers that exist:

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Suggested revisions for the task/goal/objective include:

Other recommended revisions:

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